

**Please write the name of the court that you are applying for at the top of your application.  
NO FAXED APPLICATIONS ACCEPTED**

**November 14, 2006**

Posting Date

**MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for

**PROBATION OFFICER  
FRANKLIN DIVISION OF THE  
PROBATE AND FAMILY COURT DEPARTMENT**

**All Applications must be received by: November 28, 2006**

**POSITION SUMMARY:**

The Probation Officer, Probate and Family Court Department, upon order of the court, gathers certain facts and information concerning an individual, place or circumstance, reporting findings to the court; upon court referral meets with litigants, attorneys and others to obtain information and to develop an agreement for litigants, attorneys and others to obtain information and to develop an agreement for the court's consideration in a matter under litigation or to develop recommendation to the court; upon court referral deals with other specified matters involving litigants or some aspect of the litigation; monitors and collects money from certain parties as ordered by the court; within areas approved by the court renders assistance and referral service to persons with problems in the support, visitation, custody or like areas; recommends or initiates contempt proceedings in cases of apparent violation of a court order or judgment; performs such other duties as the court directs.

**MAJOR DUTIES:**

1. Administrative
  - a. As assigned, performs such other duties as the court may direct.
  - b. Plans activities, conferences and field visits in connection with investigation, mediation and support functions ordered by the court.
  - c. Prepares and submits monthly statistical and performance reports on the status of individual cases handled.
2. Casework and Counseling:
  - a. Under policies established by the court, deals with referrals to the Probate Court probation officer other than from the court, rendering such assistance as information, counselor reference to another person or agency.

- b. Counsel and refers, as appropriate, litigants or parties to public and private community agencies offering specialized services that are required for a particular individual's needs.

3. Mediation:

- a. When requested by the court, conducts a mediation process involving litigants, their attorney's and, on occasion, others, attempting resolution or certain issues in the case so that there is an agreement, settlement or at least recommendations that can be presented to the court for approval.

4. Enforcement of Support:

- a. As directed by the court, investigates and ascertains that payments of money have been made as order or adjudges in divorce, legal separation and other probate actions; and, where there are dependent children, that same be applied for the support maintenance, education and betterment of such children; and that such dependent children are receiving proper maintenance, education and betterment of such children; and that such dependent children are receiving proper maintenance and education.
- b. Collects, transmits and monitors funds sent to the Probate Court under payment orders or judgments of the court.
- c. Exercises power to do everything necessary, including initiating contempt proceedings, to collect delinquent payments for any person under order or judgment of the court.

5. Investigations:

- a. As authorized by the courts, conducts investigations and prepares appropriate reports, including recommendations when requested, in areas pertinent to a case before the court.
- b. Records facts in investigation and mediating matters referred by the court and may be called on to testify in court regarding such facts.
- c. As requested by the court, ascertains the moral and general conditions surrounding dependent minor children in cases before the court involving such children.
- d. Makes recommendations to the court for the betterment of the conditions of dependent minor children in cases before the court involving such children.

6. Public Relations:

- a. Represents the court in many phases of meeting the public in accordance with court policies.

- b. Performs various public relations activities, such as addressing community groups participating in conferences, panels, etc., of other agencies and has a role in the social planning of the community.
- 7. Assignments:
  - a. Performs such other duties as may be directed by the judge in accordance with the standards of the probation service and any specialized needs of the court.
  - b. Is subject to assignments by the Chief Administrative Justice among the various Departments and Divisions of the Trial Court.

## **POSITION REQUIREMENTS:**

### 1. Line Experience:

A minimum of one (1) year full-time experience in human or allied services

NOTE: A graduate degree in the behavioral sciences, education administration, management, law, or criminal justice may be substituted for the above experience qualification, provided, however, a graduate degree may only be substituted for the above experience qualification, provided, however, a graduate degree may only be substituted for the above experience qualification when the candidate also possesses a bachelor's degree in accordance with the education qualification as described below.

### Education

A bachelor's or graduate degree from an accredited college or university.

## **PRESENT TEMPORARY APPOINTMENT:**

The provisions contained in the preceding 1. shall not operate to disqualify any person serving as a temporary probation officer at the time of promulgation of this standard, provided he/she is not serving his/her initial ninety-(90)-day temporary appointment and providing further he/she is otherwise qualified.

**SALARY: \$46,155 - \$65,040**

Completed application should be forwarded to:

**Personnel Director  
Office of the Commissioner of Probation  
One Ashburton Place, Rm 405  
Boston, MA 02108**

**Please submit a separate Application for Employment and resume for each position.**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

# **PROBATE & FAMILY COURT VACANCIES**

Franklin Probate & Family Court